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DPD-0134-59 ✓

DPD-DD/P INTERNAL USE ONLY

12 January 1959

MEMORANDUM FOR: Deputy Director, DPD-DD/P

SUBJECT : Approvals Procedure for DPS Projects

1. Herewith at long last is the draft of a paper outlining our proposed new approvals procedure for submission to the DCI. A part of an earlier version of this draft has already been reviewed by [ ] and was satisfactory to them. I am sending copies of this to the individuals concerned in DPS as noted below. I would appreciate if all concerned could give this paper their immediate attention and suggest any changes which appear to them to be desirable. I would strongly encourage editing it in the interest of greater clarity of exposition and am reasonably confident that there is already full agreement on the principles outlined in this paper.

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2. If the present draft is acceptable or as soon as a revised draft has been submitted to me and approved, I would appreciate if it could be resubmitted to the Office of the General Counsel for clearance after which I will sign it and send it to the Director. I suspect that the D/DCI will require that this be submitted to the DD/S, and that he in turn may pass it to other officers under his control before it finally reaches the DCI's desk. If this occurs I anticipate some pressure to adopt a more cumbersome procedure more closely similar to the Agency's normal project procedures. I will strongly resist any such pressures and I do not propose to route it for approval of the DD/S unless and until I am instructed.

3. In connection with this paper the most important outstanding piece of staff work which needs to be done is to develop a satisfactory procurement request or "program document" as I have described in the attached memorandum. To my mind, this form should be drawn up on the assumption that we will not as a rule treat a single contract as constituting a procurement program, except in the case of either (a) a major procurement action which is reasonably complete in itself for the purpose of policy judgment such as our original contract with Lockheed for the vehicle, or (b) a prime contract which in fact, through a number of subs, covers a whole program, such as our CORONA prime contract with LAC/MSD. I am well aware that we will often have to seek approval of a procurement program before we can list all the contractors, or amounts, or even all the

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contracts that the program will involve. In such cases it is absolutely essential that the policy officer who is asked to give an approval know as much as he can of the scope and character of the whole program of which an initial part is being submitted to him. For example one reason I have never been willing to sign one of the [ ] contracts without research is because I have not been able to carry in my head the scope of our commitments and the contract documents submitted to me in the past have not contained this information. Accordingly, I believe action documents should contain an outline of the whole program filled in as completely as it can be.

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4. The foregoing remarks are emphatically not intended, however, to suggest that our standard form for a procurement program outline has to be lengthy or cumbersome. Indeed, it seems to me that only limited modification of the form of procurement request attached to DPS-6007 will be required. Obviously the first heading should be "Purpose" and the second heading might be "Description of Work and/or Services Required". I would be disposed, however, to have a separate third item which might be entitled "List of Proposed Contracts". This item should name each contractor, give a one-sentence indication of the scope of work and indicate the estimated cost of each contract. I would then suggest a fourth item on the form which might be entitled "Expected Additional or Related Contracts or Costs". This would require in some cases only a single sentence referring to other whole programs related to the one being submitted but it would also be the proper place to list additional tasks that would be required to complete the procurement program in question but which could not yet be well defined as to source and cost. The form might then have the fourth and fifth headings from the original proposal in DPS-6007 but should I think wind up with a "Remarks" Section.

5. Since a little work is needed to tidy up this task, I would appreciate having a revised standard form of procurement program sent back with the final version of the memorandum for the Director. At the same time I would like to have any other necessary documentation submitted to me, such as a draft administrative memorandum for internal circulation in DPD and any necessary forms for the delegation of authority by me. One last point, I have no pride of authorship about the terminology used in the attached draft. If the term "procurement program" arouses allergic reactions, I am happy to have it changed. I am inclined to believe, however, that since the whole

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purpose of this exercise is to substitute approvals of meaningful programs for approvals of contracts, we should not call the form simply a procurement request.

**RICHARD M. BISSELL, JR.**  
Deputy Director  
(Plans)

**Encls:**

Draft Memo for DCI  
DPS-6439 - Cys 1, 2, & 3  
DPS-6438 - Cy 1 & 3  
DPS-6333 - Cy 1  
DPS-6271 - Cy 1  
DPS - 6007 - Cys 1 thr 7

DD/P:RMB:djm

**O-Addressee**

1-Comptroller DPD-DD/P w/cc Draft Memo for DCI  
1-Contracting Offr, DPD-DD/P w/cc Draft Memo for DCI  
1-Dir of D&P, DPD-DD/P w/cc Draft Memo for DCI  
1-DD/P Chrono w/cc Draft Memo for DCI  
FU

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